

54. We will execute your order expeditiously.	We will fulfil your order promptly.
55. under consideration	being dealt with
56. Yesterday's date	yesterday
57. Your communication	your letter, phone message, etc.
58. Your good self	You
59. Your favour	Your letter
60. Yours of the 15th.	Your letter of the 15th.
61. Every consideration will be given to your request.	Your request will be carefully considered.
62. Under separate cover	separately or by registered post etc.
63. for the reason that	because
64. accomplish	do
65. express a preferences for	prefer
66. approximately	about
67. come to a decision	decide
68. purchase	buy
69. at the present time	now
70. request	ask
71. in the near future	soon
72. require	need
73. terminate	end
74. utilise	use
75. Will you be good enough to	please
76. Make an effort	try
77. Please feel free to contact us at any time.	Please write to (or call) us at any time.
78. having regard to	concerning
79. <i>In the event that</i> you want samples, kindly advise	If you want samples, just let me know.
80. at all time	always
81. To the effect that	That
82. Awaiting your esteemed instructions	We shall wait for your reply.
83. We hope the books will be <i>duly</i> received in good shape.	We hope that the books will arrive in good condition.
84. at your earliest convenience	Please reply as soon as possible
85. In due course of time....	As soon as we can.....
86. Due to the fact that.....	Because..... (or since....)
87. above mentioned	referred to above
88. enclosed herewith	enclosed